



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

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Arizona Department of Real Estate Update – April 24, 2020

The Arizona Department of Real Estate remains open for business. Staff is working remotely and can assist you with the majority of services through the ADRE Online Message Center, [click here](#), or you can complete many services through your personal page on the Online License System, [click here](#). Services that can be completed online include, but are not limited to, renewing a real estate license, applying for an original license, transferring a license, and filing a complaint. Should you need to visit the office, please make an appointment in advance by emailing ldetorre@azre.gov. Thank you for your patience and understanding as we work to process all requests. **We are committed to serving you... our customer.**

Information is available on the Arizona Department of Health Services website regarding COVID-19, and what individuals should do to stay well, [click here](#).

Sign up for Department of Real Estate (ADRE) Late Breaking News Alerts

To subscribe for Late Breaking News enter your email address and click Submit. A confirmation email will be sent to you with instructions on how to complete the registration process. [Click here](#) to register. Your subscription entitles you to receive all ADRE distributions.

Reminder Notices – Keep Email Addresses Current with ADRE

ADRE sends 30, 60, 90 day license renewal reminder emails to licensees’ email address. Please ensure your email address is up to date with ADRE. Visit the ADRE Online License System to update an email address, [click here](#). Please also check to make sure all personal information is accurate, per statute and rule.

Update: Pearson Vue Examination Centers Availability

Pearson VUE had temporarily closed most testing centers in the United States and Canada for at least 30 days until April 16th, or whenever they have deemed conditions are safe to re-open. On April 8th, Pearson Vue extended the temporary closure of their corporate owned examination centers until May 15th. Candidates scheduled through April 16-April 30 will receive a cancellation/reschedule notice. [Click here](#) to visit the Pearson VUE website.

The availability of Pearson VUE third party examination locations are listed below. Examination site availability may be subject to change. Scheduling can be completed through Pearson Vue’s self-service website now. Please contact the examination site for more information.

B&B Evaluation Services	Phoenix, AZ	Open 5-7 days per week beginning May 1st
Tucson Association of Realtors	Tucson, AZ	Open 5 days per week beginning May 1st
Arizona Western College	Yuma, AZ	Open 3 days per week beginning May 19th
Northern Arizona University	Flagstaff, AZ	Closed for May. Open 3-5 days per week beginning June 1 st .

Update: Conditional and Temporary Host Remote Live Streaming Course Delivery

As of April 15, 2020, ADRE has approved 150+ Temporary Host/Remote conversions for April delivery.

Remember to schedule all May courses you plan to offer in May on the ADRE 14 day notice by April 26th, [click here](#)

On April 27th, ADRE will begin to conditionally approve temporary Host/Remote conversion Addendum Applications for May classroom courses that were scheduled in the ADRE online system prior to April 26, 2020. Please remember that only the specific course title that was scheduled on the same specific date will be temporarily and conditionally approved at this time. The school must be prepared to honor the scheduled classroom date even if the temporary Host/Remote conversion policy is retracted in May.

Conditional and Temporary Host Remote conversion approvals are valid through the course completion approval date. New host remote approvals will continue to be reviewed and conditioned upon the State of Arizona guidance on social distancing policies and practices.

Pre License Schools may apply for Host/Remote Classroom Approval

On a temporary and conditionally approved basis, video conferencing technology (example: Google, Zoom, etc.) can be used to deliver May Live classroom Pre Licensing Courses that have been scheduled in the ADRE online system prior to April 26, 2020.

Remember to schedule all May courses you plan to offer in May on the ADRE 14 day notice by April 26th, [click here](#)

Continue to complete the new Addendum to the ED-110-PE (Salesperson) or ED-112-PE (Broker) for ADRE approval of the Host/Remote Course, and include your currently approved and already scheduled Pre Licensing course.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit the already approved ED-110-PE or ED-112-PE with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

Already Scheduled Live Classroom Continuing Education (CE) may apply for Conditional and Temporary Host/Remote Classroom Approval

On a conditional and temporarily approved basis, video conferencing technology (example: Google, Zoom, etc.) can be used to deliver May Live Classroom Continuing Education (CE) Courses, that have scheduled prior to April 26, 2020.

Continue to complete the new Addendum to the ED-102 for ADRE approval of the Host/Remote Course, and submit your currently approved and already scheduled continuing course outline.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.

- Please be sure to submit a copy of the already approved ED-102 with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

Please Remember: Schools must submit a new 14 Day Notice through the ADRE Online System, [click here](#), to ensure courses are listed correctly on the ADRE Public Database. **This includes course cancellations.**

Renewal Licensees

The Department is directing individual licensees that are due to expire at the end of the month to search the ADRE Public Database for available online Continuing Education Courses, [click here](#) to view. The Department will not waive continuing education hours for any license renewals, nor extend anyone's expiration dates. **Nearly 99 percent of license renewals are submitted online.**

Original Licensee Candidates

Students that have registered for a Live Pre Licensing Course that are not able to attend should work with the School to reschedule. Please note: New Arizona Pre License exams may be delayed with the temporary closure of corporate owned Pearson Vue testing centers until May 15th. **Please see the third party examination locations listed on page one for their availability.**

If you are a School Administrator, please distribute this Educator Update to all Instructors affiliated with the School

The State of Arizona has a great team working 24/7 to monitor developments and implement solutions and safety protocols as needs arise.

Nearly 90 percent of the Department of Real Estate's services, such as renewing your license, applying for an original license, transferring your license, and filing a complaint can be completed online through the Online License System, [click here](#), or the Online ADRE Message Center, [click here](#).

Should you have questions, please contact me at ldettorre@azre.gov.

Thank you for all you do.

Louis Dettorre
Deputy Commissioner
Arizona Department of Real Estate